



Position Description

Performing Arts Administrator

Position Purpose: The Performing Arts Administrator is responsible for providing effective reception and administrative services across all Performing Arts domains: Music, Theatre, Dance, Celtic and Oratory.

Time fraction: 0.4

Status: Part time, term-time only

Salary and Conditions: General staff Grade 2 Level 1

Significant Relationships

- Director of Performance
- College Administration staff

Key Selection Criteria

A school is a dynamic work environment and this position requires a person who can respond flexibly to the multitude of situations which can arise within the performing arts program. The successful applicant will need to be aware of the complex culture in which he/she will be working and adapt quickly. Initiative, a calm manner and the ability to exercise judgement are crucial in this role.

The successful applicant will demonstrate:

- a consistently professional, warm and diplomatic manner in dealing with students, parents and staff;
- a service focused approach to all tasks;
- excellent interpersonal skills;
- highly effective verbal and written communication skills;
- the ability to work both collaboratively in a team environment and independently;
- highly effective organisational skills;
- initiative in using/ adopting ICTs to facilitate administrative tasks;
- a high level of ICT skills and an aptitude for learning and applying software programs;
- a willingness to monitor processes and practices to achieve continuous improvement;
- discretion and maintenance of confidentiality.

Key Responsibilities

This position is a diverse one, providing assistance in a variety of areas:

- assistance to students;
- contact with parents;
- record management;
- assistance in managing performance events and concerts;
- managing workflow in the performing arts office;
- administration support for the Director of Performance.

This role is an evolving one with the possibility of future expansion and will be periodically reviewed. Hours of work are flexible and can be negotiated for a suitable candidate. The following gives a more detailed description of the broad responsibilities set out above.

Key responsibilities	Key Indicators
The Performing Arts Administration Assistant is responsible for providing effective reception and administrative services in the Performing Arts office, with a focus on music-related administration.	
Administration	<ul style="list-style-type: none"> • Accurate record keeping of all instrumental teachers and specialists; • Assist with logistics for any off-campus performances; • Enter Risk Assessments and EOTC form for any concerts, trips or tours; • Timely contact with parents, staff and students regarding general inquiries; • Distribution of event information to parents and students; • Creative design of event programs; • Maintain the Performing Arts SOCS pages; • Develop and manage tag lists in Synergetic to support performance-related administrative processes.
Support	<ul style="list-style-type: none"> • Assist with any questions regarding Music, Theatre, Oratory, Celtic or Dance programs; • Answer incoming phone calls to Performing Arts; • Manage nominations for instrumental music lessons and other performance opportunities.
Data Management	<ul style="list-style-type: none"> • Maintain accurate student records in Synergetic (school management system); • Run Synergetic reports as required; • Manage Synergetic tag lists and class lists; • Develop and manage tag lists in Synergetic to support performance-related administrative processes;

	<ul style="list-style-type: none">• Manage excursions and camps and complete all required paperwork under the direction of the Director of Performance.
Work Health and Safety	<ul style="list-style-type: none">• Contribute to health and safety of self and others;• Apply Work Health Safety (WHS) regulations, codes and practices in the workplace;• Ability to perform CPR as required;• Ability to apply first aid as required;• Identify hazards and assess WHS risks;• Identify risk and apply risk management processes;• Contribute to WHS hazard identification, risk assessment and risk control.